

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 67-35.H

Subject:

DATE: 05/31/85

Sunset Review:

NOTIFICATION PROCEDURES FOR SERIOUS
STUDENT/STAFF INCIDENTS

1. PURPOSE. This directive promulgates the procedures for the notification of appropriate officials in instances of student/ staff death, serious injury or illness, accident, misconduct, or threatened or actual disruption of important Center activities.
2. SCOPE. The notification procedures contained in this directive apply to: serious on-Center accidents or incidents involving students, staff, participating organization and contractor personnel; certain serious off-Center accidents or incidents involving students or staff personnel; occasions of threatened or actual disruption of important Center activities; and any event that will or may result in media attention.
3. REFERENCES.
 - a. FLETC Directive No. 10-02.C, Emergency Assistance Outside of Normal Working Hours.
 - b. FLETC Directive No.20-01.L, Faculty Advisor Responsibilities and Duties.
 - c. FLETC Directive No. 67-32.A, Student Emergencies.
 - d. FLETC Directive No. 67-35.A, Standards of Conduct.
 - e. FLETC Directive No. 67-35.B, Conflict of Interest in the Purchase of Personal Services and Property.
 - f. FLETC Directive No. 67-35.C, Student Misconduct
 - g. FLETC Directive No. 67-35.D, Cheating in Center Training Programs
 - h. FLETC Directive No. 67-35.G, Sexual Harassment.
 - i. FLETC Directive No. 68-10.A, Injuries or Illnesses Occurring During

Non-Duty Hours.

j. FLETC Directive No. 70-09.H, Reporting and Investigation of Motor Vehicle Accidents.

k. FLETC Directive No. 70-09.L, Supervisor's Report of Accident/Incident.

l. FLETC Directive No. 70-01.D, Students Exhibiting Serious Behavioral Problems.

m. FLETC Directive No. 71.00.F, Bomb Threat at the FLETC.

4. DEFINITIONS. For the purpose of this directive, the following definitions shall apply.

a. Serious Injury or Illness: Any injury or illness which is life threatening, potentially life threatening, or which necessitates hospitalization, or which resulted in death.

b. Misconduct: Behavior which is criminal, or prejudicial to the Government, by students on or off Center, by staff when on Center, and by staff when off Center if mission-related or if the behavior may result in local community or media attention.

c. Students: All persons enrolled in basic, follow-on basic, State and local, Center advanced, or Agency advanced training programs.

d. Staff: All persons employed by or assigned to the FLETC as well as the personnel of the on-Center participating organizations.

e. Contractor Employees: Employees of Center contractors who work at Glynco.

5. POLICY. All instances of student or staff death, serious injury or illness, accidents, misconduct, or threatened or actual disruption of major Center operations must be handled in accordance with procedures outlined in the references to this directive and must be reported to appropriate officials in order to ensure that; (1) appropriate action is taken; (2) necessary records are processed; and (3) the Center's Public Affairs Office has accurate and timely information. Matters which come to the attention of participating organizations shall be communicated to the appropriate Center Assistant Director (after hours to the Center Security Police) in accordance with the applicable priority on Attachment 1. Notifications within an affected participating organization are not the subject of this Directive.

6. PROCEDURES. The notification procedures which are described in the FLETC directives listed in the References paragraph of this directive have been graphically illustrated in Attachment 1. This chart reflects the level of authority to be notified following occurrences of non-routine activities as well as the time frame for such notifications.

a. Notification to Center Officials.

During duty hours, the initial notification should be made to the affected Center Assistant Director. That official will ensure that the appropriate Center and participating organization officials are notified. After duty hours, the initial notification should be made to the Center Security Office which will ensure that the appropriate Center and participating organization officials are notified. Many instances may require one to exercise personal judgement. In such cases, it is expected that decisions will be made and executed in a professional manner. The welfare of personnel, the protection of property, and the reputation of the Center and its participating organizations are to be safeguarded by all.

b. Notifications Outside the Center.

Center employees will make official notifications to the media (or respond thereto), to the Assistant Secretary of the Treasury (Enforcement and Operations), the Treasury Inspector General, and Federal, State, or local law enforcement organizations, only after consultation with the FLETC Director or, in his absence, the Deputy Director. These notifications will be coordinated with the affected participating organization. Notifications by participating organizations to the media or Federal, State or local law enforcement organizations should be coordinated with the Center. If the matter is sensitive, then the communication should be made directly to the Director or Deputy Director.

c. Investigations.

The Treasury Inspector General is responsible for misconduct and other investigations which involve the integrity of Center staff, property, students, and operations. At the same time, participating organizations are responsible for initiating investigations relating to employees of their agencies for purposes of potential adverse actions and other matters. The Center and an affected participating organization should coordinate at the earliest possible stage of an incident in order to avoid, if possible, duplicate investigations.

7. Minor Accidents, Illness, Injury, Misconduct and Disruption of Center Activities.

These matters should be handled and coordinated in accordance with the policies of cognizant Center and participating organization offices. Care should be exercised to ensure proper and timely notification to Center officials whenever safety considerations are involved or where minor matters may presage incidents of a serious nature.

8. OFFICE OF PRIMARY INTEREST. Management Analysis and Information Systems Division, Office of Administration.

Charles F. Rinkevich
Director

Attachment (contact Security & Safety Division)